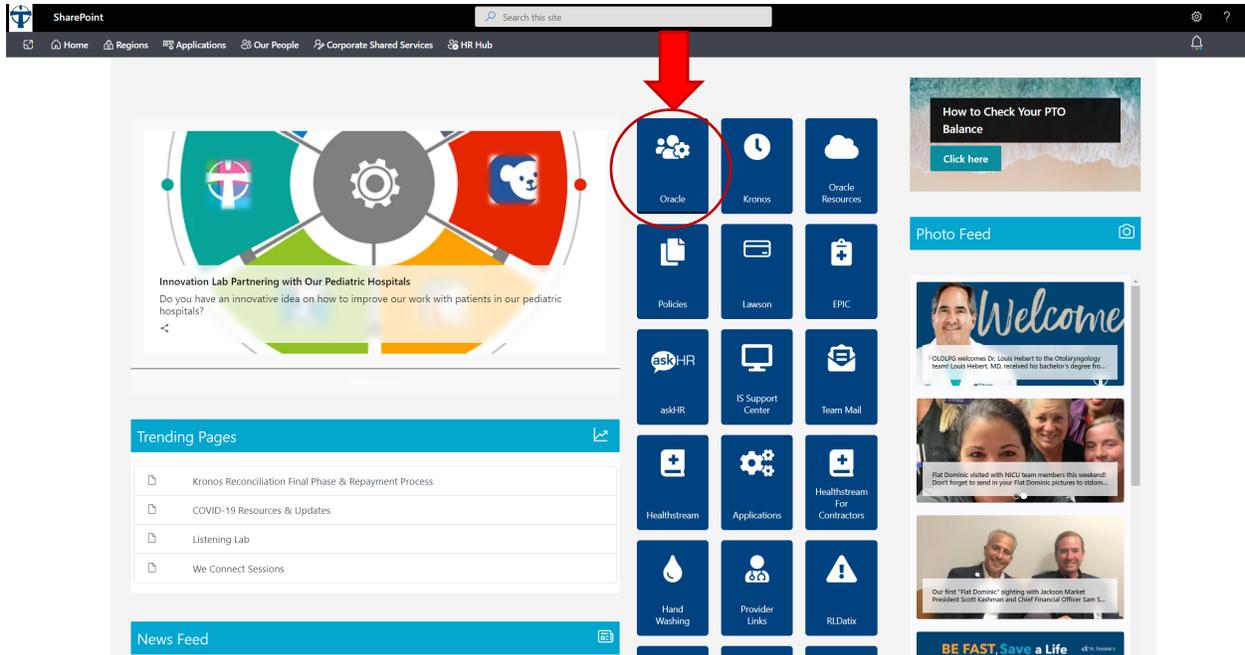
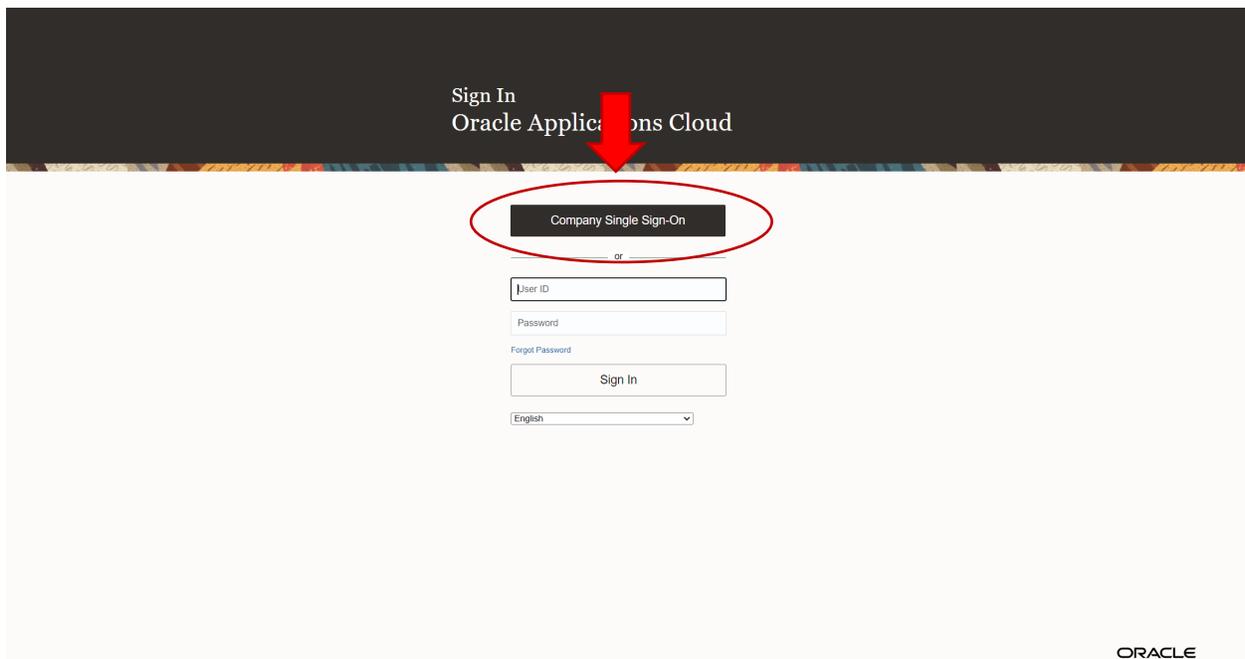


## Payroll Deductions Through Oracle

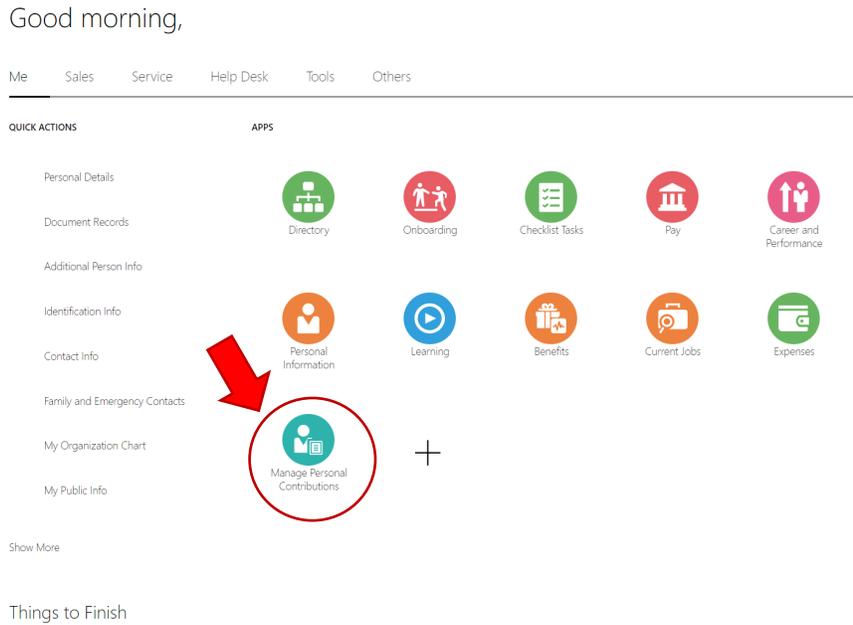
**Step 1** – Click the “Oracle” button on TeamLink.



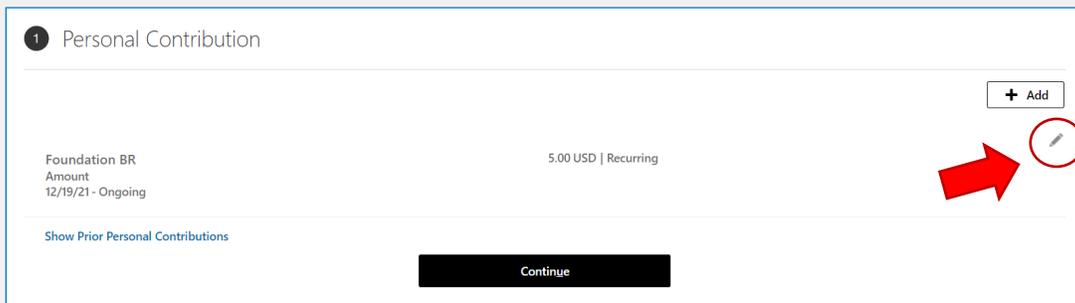
**Step 2** – Click the “Company Single Sign-On” button.



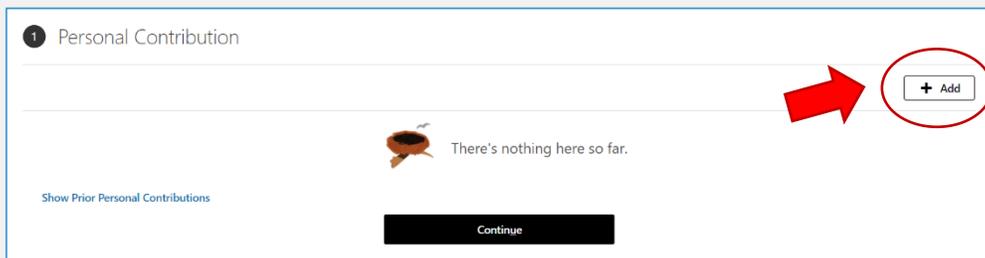
**Step 3** – Click the “Manage Personal Contributions” button.



**Step 4** – If you have any ongoing deductions, you will see those listed on this page. You can manage ongoing deductions by clicking on the pencil under “Add”. If you do not have an ongoing deduction, you will need to click the “Add” button.

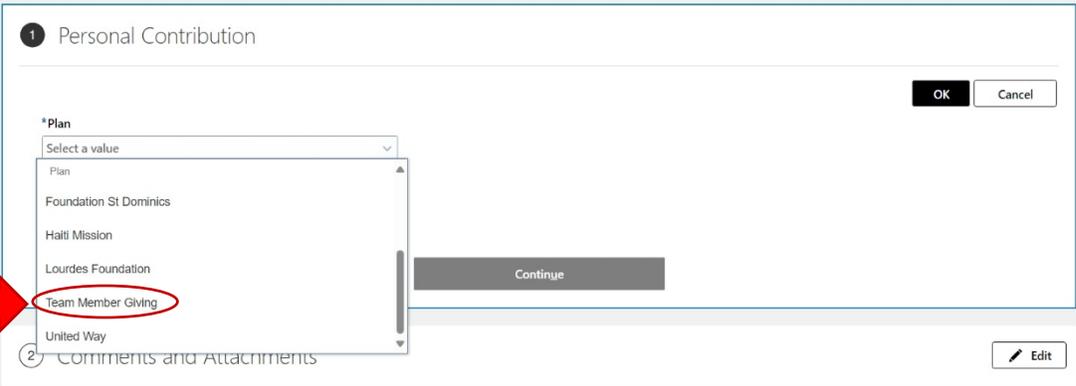


② Comments and Attachments



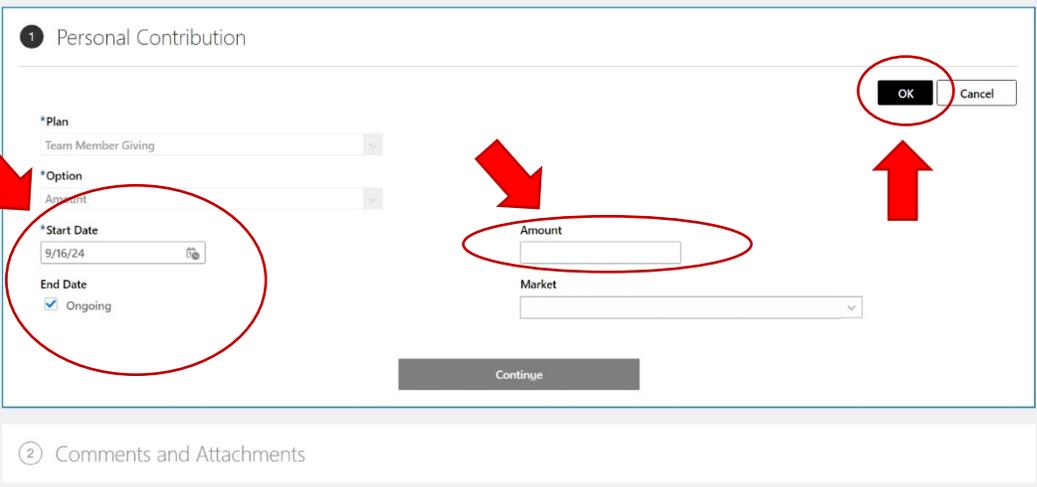
② Comments and Attachments

**Step 5** – To add a new deduction for Team Member Giving, click “Team Member Giving” in the first drop down menu.



The screenshot shows the 'Personal Contribution' form. The 'Plan' dropdown menu is open, displaying a list of options: Plan, Foundation St Dominics, Hail Mission, Lourdes Foundation, Team Member Giving (circled in red with a red arrow pointing to it), and United Way. The 'Continue' button is visible below the dropdown. The 'OK' and 'Cancel' buttons are in the top right corner. The 'Edit' button is in the bottom right corner. The 'Comments and Attachments' section is visible at the bottom.

**Step 6** – Today’s date should be selected under “Start Date”. Then type in the amount you would like to have deducted from each paycheck. Finally, click “OK” to complete the deduction.



The screenshot shows the 'Personal Contribution' form with the following fields filled: 'Plan' is 'Team Member Giving', 'Option' is 'Amount', 'Start Date' is '9/16/24' (circled in red with a red arrow pointing to it), and 'End Date' is 'Ongoing' (checked). The 'Amount' field is highlighted with a red oval and a red arrow pointing to it. The 'Market' dropdown menu is empty. The 'Continue' button is visible below the form. The 'OK' and 'Cancel' buttons are in the top right corner, with the 'OK' button circled in red and a red arrow pointing to it. The 'Edit' button is in the bottom right corner. The 'Comments and Attachments' section is visible at the bottom.

\*All deductions must be managed by the team member through Oracle. OLOL Foundation is no longer able to begin or cancel your deduction for you. Deductions will be deducted from the next paycheck after you sign up.

\*In order to receive your 2024 Team Member Giving t-shirt, team members must sign up for a \$5 ongoing payroll deduction.